



## MANAGER'S BUDGET ADDENDUM #1

# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Jennifer Maguire

**SUBJECT:** BUDGET STUDY SESSIONS

**DATE:** May 2, 2008

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Approved

/s/

Date 05/02/08

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Attached are detailed agendas for the 2008-2009 Budget Study Sessions for the City's and Redevelopment Agency's Operating Budgets, City's Capital Budget and Five-Year Capital Improvement Program, and the Three-Year General Fund Structural Deficit Elimination Plan-Top Priority Strategies, scheduled to begin on May 7, 2008.

The attached agendas for the Operating Budget Study Sessions will help you locate the detailed discussions for each City Service Area (CSA) in the City's Operating Budget Document. The CSA sections can be found in section VII of the document and include the following information:

- Overview (i.e., Budget Summary, Five-Year Business Plan, Two-Year Investment Strategy, Performance by Outcome, Proposed Investment Changes)
- Core Services (i.e., Core Service Performance and Resource Overview and Budget Changes by Core Service), and
- City-Wide (i.e., City-Wide Expenses/General Fund Capital, Transfers, and Reserves).

Although not specifically presented, the more technical information regarding the budget can be found in the following sections: General Fund Revenue Estimates (section VI); City Departments (section VIII); City-Wide (section IX); Selected Special Fund Summaries (section X); and Source and Use of Funds Statements (section XI).

The Capital Budget Study Session presentations are also again organized by CSA, which integrate capital programs with service areas that they support. Please refer to section V of the City's Capital Budget document for detailed Capital Program information.

Redevelopment Agency Budget Operating Budget information will be discussed with the Community and Economic Development CSA (May 7<sup>th</sup>). The Redevelopment Agency budget material has been released under separate cover. The City Council Appointees will be discussed with the Strategic Support City Service Area (May 12<sup>th</sup>). The Three-Year General Fund Structural Deficit Elimination Plan-Top Priority Strategy recommendations will be distributed no later than May 9<sup>th</sup> as a Manager's Budget Addendum.

Please contact me at 535-8144 if you have questions or would like assistance with the agendas.

/s/

JENNIFER MAGUIRE  
Acting Budget Director

Attachments

**2008-2009**  
**CITY OF SAN JOSÉ**  
**BUDGET STUDY SESSIONS\***

<b>ITEM**</b>	<b>DATE</b>	<b>TIME</b>
<b>City and Redevelopment Agency 2008-2009 Operating Budgets</b>		
□ Overview	Wednesday, May 7, 2008	9:00 am – 10:00 am
<b>CSA Business Plans, Core Services, and Performance Measures</b>		
□ Community & Economic Development	Wednesday, May 7, 2008	10:00 am – 12:00 pm
(including Redevelopment Agency)	Thursday, May 8, 2008	9:00 am – 10:00 am
□ Environmental & Utility Services	Thursday, May 8, 2008	10:00 am – 12:00 pm
□ Neighborhood Services	Friday, May 9, 2008	1:00 pm – 3:00 pm
□ Public Safety	Friday, May 9, 2008	3:00 pm – 5:00 pm
□ Transportation & Aviation Services	Monday, May 12, 2008	1:00 pm – 2:45 pm
□ Strategic Support	Monday, May 12, 2008	2:45 pm – 4:00 pm
(including Council Appointees)		
□ City Auditor Recommendations	Monday, May 12, 2008	4:00 pm – 4:15 pm
□ Fees and Charges	Monday, May 12, 2008	4:15 pm – 5:00 pm
<b>City 2008-2009 Capital Budget and 2009-2013 Capital Improvement Program</b>		
□ Overview	Wednesday, May 14, 2008	9:00 am – 9:30 am
□ Community & Economic Development	Wednesday, May 14, 2008	9:30 am – 10:00 am
□ Environmental & Utility Services	Wednesday, May 14, 2008	10:00 am – 11:00 am
□ Neighborhood Services	Wednesday, May 14, 2008	11:00 am – 12:00 pm
□ Public Safety	Thursday, May 15, 2008	9:00 am – 10:00 am
□ Transportation & Aviation Services	Thursday, May 15, 2008	10:00 am – 11:30 am
□ Strategic Support	Thursday, May 15, 2008	11:30 am – 12:00 pm
<b>Three-Year General Fund Structural Deficit Elimination Plan</b>		
□ Top Priority Strategies	Friday, May 16, 2008	9:00 am – 12:00 pm
<b>HOLD for Discussions if Needed</b>	Friday, May 16, 2008	1:00 pm – 5:00 pm

\* Budget Study Sessions will be held in the City Council Chambers.

\*\*Items may be taken out of order or in advance of the scheduled time if the City Council completes its discussion of the item scheduled prior to the next item. For information, call Agenda Services at 535-8285.



## 2008-2009 PROPOSED OPERATING BUDGET

### STUDY SESSION

### AGENDA\*

Wednesday, May 7, 2008  
9:00 am – 12:00 pm, Council Chambers

Opening Comments Mayor Chuck Reed

Introduction of Proposed Operating Budget Debra Figone

Overview Presentation Paul Krutko/Jennifer Maguire

Discussion of CSA Business Plans, Core Services, and Performance Measures

City Service Area Page #

#### **Community and Economic Development** (CSA Lead: Paul Krutko)

1. CSA Business Plan/Performance Measures VII-9 – VII-47
2. Core Services/Performance Measures VII-49 – VII-128
  - Arts and Cultural Development (*Office of Economic Development*)
  - Business/Job Attraction, Retention,
    - Expansion and Creation (*Office of Economic Development*)
  - Convention Facilities (*Convention Facilities*)
  - Development Plan Review and Building Construction
    - Inspection (*Planning, Building and Code Enforcement*)
  - Enhance the Quality and Supply of the City's See separate document
    - Housing Stock (*Redevelopment Agency*)
  - Fire Safety Code Compliance (*Fire*)
  - Increase the Affordable Housing Supply (*Housing*)
  - Initiate and Facilitate Private Development See separate document
    - (*Redevelopment Agency*)

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## 2008-2009 PROPOSED OPERATING BUDGET

### STUDY SESSION

### AGENDA\*

Thursday, May 8, 2008  
9:00 am – 12:00 pm, Council Chambers

Discussion of CSA Business Plans, Core Services, and Performance Measures (Cont'd.)

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#### **Community and Economic Development** (CSA Lead: Paul Krutko)

(Cont'd.)

Initiate and Facilitate Public Facilities and Spaces	See separate document
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*(Redevelopment Agency)*

Long Range Land Use Planning

*(Planning, Building and Code Enforcement)*

Maintain the Existing Affordable Housing Supply

*(Housing)*

Outdoor Special Events *(Office of Economic Development)*

Promote and Implement Neighborhood Improvement	See separate document
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*Strategies (Redevelopment Agency)*

Provide Services to Homeless and At-Risk Populations *(Housing)*

Regulate/Facilitate Private Development *(Public Works)*

Workforce Development *(Office of Economic Development)*

Strategic Support *(All Departments)*

#### 3. City-Wide

VII-129 – VII-132

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## 2008-2009 PROPOSED OPERATING BUDGET

### STUDY SESSION

### AGENDA\*

Thursday, May 8, 2008 (Cont'd.)  
9:00 am – 12:00 pm, Council Chambers

Discussion of CSA Business Plans, Core Services, and Performance Measures (Cont'd.)

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#### **Environmental and Utility Services (CSA Lead: John Stufflebean)**

- |   |                   |
|---|-------------------|
| 1. <u>CSA Business Plan/Performance Measures</u>                        | VII-133 – VII-156 |
| 2. <u>Core Services/Performance Measures</u>                            | VII-157 – VII-201 |
| Manage Potable Water ( <i>Environmental Services</i> )                  |                   |
| Manage Recycled Water ( <i>Environmental Services</i> )                 |                   |
| Manage Recycling and Garbage Services ( <i>Environmental Services</i> ) |                   |
| Manage Urban Runoff Quality ( <i>Environmental Services</i> )           |                   |
| Manage Wastewater ( <i>Environmental Services</i> )                     |                   |
| Protect Natural and Energy Resources ( <i>Environmental Services</i> )  |                   |
| Sanitary Sewer Maintenance ( <i>Transportation</i> )                    |                   |
| Storm Sewer Management ( <i>Transportation</i> )                        |                   |
| Strategic Support ( <i>All Departments</i> )                            |                   |
| 3. <u>City-Wide</u>   | VII-203 – VII-204 |

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## 2008-2009 PROPOSED OPERATING BUDGET

### STUDY SESSION

### AGENDA\*

Friday, May 9, 2008  
1:00 pm – 5:00 pm, Council Chambers

Discussion of CSA Business Plans, Core Services, and Performance Measures (Cont'd.)

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#### **Neighborhood Services** (CSA Lead: Jane Light)

1. <u>CSA Business Plan/Performance Measures</u>	VII-205 – VII-234
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2. <u>Core Services/Performance Measures</u>	VII-235 – VII-294
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Animal Care and Services

*(General Services)*

Community Code Enforcement

*(Planning, Building and Code Enforcement)*

Community Strengthening Services

*(Parks, Recreation and Neighborhood Services)*

Life Enjoyment Services

*(Parks, Recreation and Neighborhood Services)*

Neighborhood Livability Services

*(Parks, Recreation and Neighborhood Services)*

Promote Lifelong Learning and Provide Educational

Support *(Library)*

Provide Access to Information, Library Materials and

Digital Resources *(Library)*

Strategic Support *(All Departments)*

3. <u>City-Wide</u>	VII-295 – VII-297
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## 2008-2009 PROPOSED OPERATING BUDGET

### STUDY SESSION

### AGENDA\*

Friday, May 9, 2008 (Cont'd.)  
1:00 pm – 5:00 pm, Council Chambers

Discussion of CSA Business Plans, Core Services, and Performance Measures (Cont'd.)

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**Public Safety** (CSA Lead: Rob Davis)

- |  |                   |
|--|-------------------|
| 1. <u>CSA Business Plan/Performance Measures</u>                   | VII-299 – VII-324 |
| 2. <u>Core Services/Performance Measures</u>                       | VII-325 – VII-388 |
| Crime Prevention and Community Education ( <i>Police</i> )         |                   |
| Emergency Preparedness and Planning                                |                   |
| ( <i>Office of Emergency Services</i> )                            |                   |
| Emergency Response ( <i>Fire</i> )                                 |                   |
| Emergency Response and Recovery                                    |                   |
| ( <i>Office of Emergency Services</i> )                            |                   |
| Fire Prevention ( <i>Fire</i> )                                    |                   |
| Independent Police Oversight ( <i>Independent Police Auditor</i> ) |                   |
| Investigative Services ( <i>Police</i> )                           |                   |
| Regulatory Services ( <i>Police</i> )                              |                   |
| Respond to Calls for Service ( <i>Police</i> )                     |                   |
| Special Events Services ( <i>Police</i> )                          |                   |
| Strategic Support ( <i>All Departments</i> )                       |                   |
| 3. <u>City-Wide</u>  | VII-389 – VII-391 |

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## 2008-2009 PROPOSED OPERATING BUDGET

### STUDY SESSION

### AGENDA\*

Monday, May 12, 2008  
1:00 pm – 5:00 pm, Council Chambers

Discussion of CSA Business Plans, Core Services, and Performance Measures (Cont'd.)

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#### **Transportation and Aviation Services** (CSA Lead: Jim Helmer)

- |    |  |                   |
|----|--|-------------------|
| 1. | <u>CSA Business Plan/Performance Measures</u>                          | VII-393 – VII-427 |
| 2. | <u>Core Services/Performance Measures</u>                              | VII-429 – VII-506 |
|    | Airport Customer Service ( <i>Airport</i> )                            |                   |
|    | Airport Environmental Management ( <i>Airport</i> )                    |                   |
|    | Community Air Service ( <i>Airport</i> )                               |                   |
|    | Parking Services ( <i>Transportation</i> )                             |                   |
|    | Pavement Maintenance ( <i>Transportation</i> )                         |                   |
|    | Street Landscape Maintenance ( <i>Transportation</i> )                 |                   |
|    | Traffic Maintenance ( <i>Transportation</i> )                          |                   |
|    | Traffic Safety Services ( <i>Police</i> )                              |                   |
|    | Transportation Operations ( <i>Transportation</i> )                    |                   |
|    | Transportation Planning and Project Delivery ( <i>Transportation</i> ) |                   |
|    | Strategic Support ( <i>All Departments</i> )                           |                   |
| 3. | <u>City-Wide</u>   | VII-507 – VII-509 |



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# 2008-2009 PROPOSED OPERATING BUDGET

## STUDY SESSION

### AGENDA\*

Monday, May 12, 2008 (Cont'd.)  
1:00 pm – 5:00 pm, Council Chambers

Discussion of CSA Business Plans, Core Services, and Performance Measures (Cont'd.)

City Service Area Page #

#### **Strategic Support** (CSA Lead: Mark Danaj)

1. CSA Business Plan/Performance Measures VII-511 – VII-541

2. Core Services/Performance Measures VII-543 – VII-652

Administer Retirement Plans (*Retirement Services*)

Disbursements (*Finance*)

Employee Benefits (*Human Resources*)

Employment Services (*Human Resources*)

Facilities Management (*General Services*)

Financial Reporting (*Finance*)

Fleet and Equipment Services (*General Services*)

Health and Safety (*Human Resources*)

Manage and Support the Information Technology Infrastructure  
(*Information Technology*)

Plan, Design and Construct Public Facilities and Infrastructure  
(*Public Works*)

Provide Enterprise Technology Systems and Solutions  
(*Information Technology*)

Purchasing and Materials Management (*Finance*)

Revenue Management (*Finance*)



# 2008-2009 PROPOSED OPERATING BUDGET

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# STUDY SESSION

## AGENDA\*

Monday, May 12, 2008 (Cont'd.)  
1:00 pm – 5:00 pm, Council Chambers

Discussion of CSA Business Plans, Core Services, and Performance Measures (Cont'd.)

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**Strategic Support** (CSA Lead: Mark Danaj)

(Cont'd.)

Support Departmental Technology Services (*Information Technology*)

Treasury Management (*Finance*)

Workforce Resources and Diversity (*Human Resources*)

Strategic Support (*All Departments*)

3. <u>Mayor, City Council and Appointees</u>	VII-653 – VII-730
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Office of the City Attorney

Office of the City Auditor

Office of the City Clerk

Office of the City Manager

4. <u>City-Wide</u>	VII-731 – VII-737
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<b>City Auditor Recommendations</b>	53-56
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<b>Fees and Charges</b>	See separate document
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**2008-2009 PROPOSED CAPITAL BUDGET  
AND  
2009-2013 CAPITAL IMPROVEMENT PROGRAM**

**STUDY SESSION  
AGENDA\***

Wednesday, May 14, 2008  
9:00 am – 12:00 pm, Council Chambers

Opening Comments	Mayor Chuck Reed
Introduction of Proposed Capital Budget	Debra Figone
Overview Presentation	Ed Shikada
Discussion of Capital Budget	

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<b>Community and Economic Development</b>	<b>V-1 – V-3</b>
<i>Developer Assisted Projects Capital Program</i>	V-5 – V-25
<b>Environmental and Utility Services</b>	<b>V-27 – V-33</b>
<i>Sanitary Sewer System Capital Program</i>	V-35 – V-84
<i>Storm Sewer System Capital Program</i>	V-85 – V-117
<i>Water Pollution Control Capital Program</i>	V-119 – V-158
<i>Water Utility System Capital Program</i>	V-159 – V-194
<b>Neighborhood Services</b>	<b>V-195 – V-212</b>
<i>Library Capital Program</i>	V-213 – V-263
<i>Parks and Community Facilities Capital Program</i>	V-265 – V-665

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**2008-2009 PROPOSED CAPITAL BUDGET  
AND  
2009-2013 CAPITAL IMPROVEMENT PROGRAM**

**STUDY SESSION  
AGENDA\***

Thursday, May 15, 2008  
9:00 am – 12:00 pm, Council Chambers

Discussion of Capital Budget (Cont'd.)

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<b>Public Safety</b>	<b>V-667 – V-670</b>
<i>Public Safety Capital Program</i>	V-671 – V-731
<b>Transportation and Aviation Services</b>	<b>V-733 – V-740</b>
<i>Airport Capital Program</i>	V-741 – V-793
<i>Parking Capital Program</i>	V-795 – V-811
<i>Traffic Capital Program</i>	V-813 – V-938
<b>Strategic Support</b>	<b>V-939 – V-942</b>
<i>Communications Capital Program</i>	V-943 – V-957
<i>Municipal Improvements Capital Program</i>	V-959 – V-988
<i>Service Yards Capital Program</i>	V-989 – V-1011

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## THREE-YEAR GENERAL FUND STRUCTURAL DEFICIT ELIMINATION PLAN

### STUDY SESSION

### AGENDA\*

Friday, May 16, 2008  
9:00 am – 12:00 pm, Council Chambers

Opening Comments Mayor Chuck Reed

Introduction of Three-Year General Fund Structural Deficit Debra Figone  
Elimination Plan –Top Priority Strategies

Overview Presentation Jane Light

Discussion of Top Priority Strategies Page #

**Top Priority Strategies** See Manager's Budget Addendum (to be released separately)  
**and Stakeholder Views/  
Feedback on  
City Manager's Priorities**

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